

Notice of Funding Opportunity

HS DMA WEM SLTT Exercise Series 2024 Capstone 2022

**Applications must be submitted through
Egrants on or before November 30, 2022**



Contact Information for this Notice of Funding Opportunity

Program Manager: Eric Franco (608) 242-3335
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Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <https://register.wisconsin.gov/accountmanagement/default.aspx> and complete the 'self registration' process.

Authorization to access Egrants can take several days depending on registration activity. Please note: If you register outside the hours of Monday-Friday 7:30am-4pm, access may not be approved until the next business day. Once your Egrants access has been approved, you may begin your online grant application.

Egrants Help Desk: 608-242-3231 or WEMEgrants@egrants.us
The help desk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.

The Egrants system user guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the grants page of the WEM website: https://wem.egrants.us/egmis/documents/EgrantsExternalUserGuideUpdated_8-6-21.pdf

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

Requirements for Federally Funded Grants

Unique Entity Identifier and System for Award Management (SAM):

All applicants for this grant opportunity must be registered in SAM before submitting an application; and continue to maintain an active SAM registration with current information at all times during the period of performance for the grant. WEM's website has a helpful guide for SAM registration. [UEI External Fact Sheet \(wi.gov\)](#)

WEM cannot award a grant until the applicant has complied with all applicable SAM requirements. Please contact the assigned Program Manager if need assistance.

National Cybersecurity Review (NCSR)

All Homeland Security Grant Program recipients and subrecipients must complete the NCSR no later than the federal deadline (February 28) of every year during the grant performance period. Successful completion of the NCSR is a requirement before closeout.

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Description: The 2024 Capstone is an entire HSEEP exercise series designed to train and exercise for the exploitation of a cascading statewide incident. The project includes planning, preparation, and development for EOC-specific functions, county, tribal, and municipal-specific response functions, and coordination with various state and federal support resources. Training and exercise milestones include Integrated Preparedness Planning workshops, regional tabletop exercises, a statewide functional exercise, a statewide full-scale exercise, and a multi-week statewide recovery functional exercise series among all participating SLTT agencies based on the preceding full-scale exercise. Requested funding will be used to retain exercise development contractors, logistics and support LTEs, travel, lodging, exercise supplies, and sustainment supplies.

Opportunity Category: Limited Eligibility

Important Dates:

Application Due Date: 11/30/2022

Project Start Date: 1/1/2023

Project End Date: 12/31/2023

Reporting Requirements: If awarded a grant, your agency will be responsible for completing the following reports in order to receive reimbursement.

Program Reports Frequency must be submitted Quarterly.

Fiscal Reports Frequency must be submitted Final-Only.

Financial Reports Frequency must be submitted Final-Only.

Anticipated Funding Amount: As approved by the Funding Advisory Working Group, the anticipated dollar amount available under this funding opportunity is **\$45,000.00**, depending upon WEM's receipt of the federal executed award.

Match/Cost Sharing Requirement: None

Eligibility: Wisconsin Emergency Management is the only eligible applicant.

Eligible Expenses: Funding may be used for Personnel, Employee Benefits, Travel/Training, Equipment, Supplies & Operating Expenses, Consultants/Contractual, Indirect, and Other.

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

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Application Components

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to the Program Manager listed on page one of this document.

Information provided in this application may be cited in WEM reports or press releases and will likely be used in reports to federal funding agencies or other stakeholders. Plain language that clearly describes the intent of the project is most effective.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project. A suggested format is included for your convenience:

"Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?)."

There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button.

2. Performance Measures

Please open this section and change the page status to Complete; then SAVE the page. Performance Measures will be identified and collected during post-award reporting rather than through this funding application process.

3. Budget Detail

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Personnel: Provide salary information for non-contractual employees that will be funded through this grant, including overtime. List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Only personnel costs of the agency applying for the grant funds should be included under "personnel."

Employee Benefits: Employee benefits for grant-funded personnel include FICA, Unemployment Compensation, Health Insurance, etc. and amounts budgeted should be

based on actual known costs or an established formula. Employee benefits are for the personnel listed in the budget and only for the percentage of time devoted to the project. Employee benefits on overtime hours are limited to FICA, Workers' Compensation, and Unemployment Compensation.

Indirect: Includes the indirect costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of costs that are usually treated as indirect.

Travel/Training:

Guidelines for Travel and/or training costs for individuals with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for **in-state travel** at the time of this announcement include:

- Mileage: \$0.51/mile
- Lodging: Maximum \$90/night (\$95/night for Milwaukee, Waukesha or Racine County)
- Meals: \$9/breakfast (leaving before 6 a.m.); \$11/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$21/dinner (returning after 7 p.m.).

Guidelines for any Travel and/or training costs associated for hosting an event (conference/convention, training, exercise, etc.) with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for **in-state travel** at the time of this announcement include:

Meal cost per attendee: \$9/breakfast (start time prior to 6 a.m.); \$11/lunch (starting before 10:30 a.m. and concluding after 2:30 p.m.); \$21/dinner (event ending after 7 p.m.).

Some events may be eligible for \$7/break expenses, for more information regarding state guidelines and expense reasonableness please call or email the Program or Fiscal Contact listed on this Grant Opportunity.

(Please note: Costs will only be reimbursed after submission of an event agenda, attendance list, and training certificates (if applicable). Travel and training for contracted employees/Contractual Services does not go in this section. These expenses should be itemized under "Contractual.")

Equipment: In most instances, you will not be purchasing equipment, but rather supplies and operating expenses. Material/consumable items used to execute the activities and performance measures of your grant are not considered "equipment." Equipment is defined as items used for prevention, emergency response, and recovery operations. However, if a non-consumable equipment item is being purchased with grant funds, Homeland Security equipment grants require that all equipment (regardless the cost) be entered in the Equipment category so that applicants can select from authorized equipment lists.

Equipment purchases exceeding \$5000.00 must adhere to your agency's procurement procedure and align with FEMA's Authorized Equipment List (AEL) :

<https://www.fema.gov/grants/tools/authorized-equipment-list>.

Supplies and Operating Expenses: Includes consumables such as paper, stationery, postage, and software. Also includes operating expenses such as rent and utilities. Show computations for all items. **Example: Printer paper - \$7.00 per ream x 5 reams = \$35.00.**

(Note: Contractor expenses for supplies should not go in this section. **Supplies purchased by a contractor should be itemized under Consultant/Contractual, Product & Services.**)

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly rate and estimated time on the project. **Hourly rate for training and exercise contractors may not exceed \$50.00/hour.** Show the basis of computation for each service requested.

- Consultants/Contractual – these are costs associated with the consultant/contractor rate of pay or flat fee contractual agreement.
- Consultants/Contractual Product/Service – these costs are for items such as, but not limited to; duplicating, videotaping, moulage, general office supplies, and catering the consultant/contractor has purchased.
- Consultants/Contractual Travel – these are costs are associated with mileage, hotel, and meals the consultant/contractor incurred performing contractual work. All expenses will be reimbursed at current state rates.

Equipment: Homeland Security equipment grants require that all equipment (regardless the cost) be entered in this category so that applicants can select from authorized equipment lists. Equipment is defined as items used for prevention, emergency response, and recovery operations (Equipment cost greater than \$5000.00 and aligned with FEMA's Authorized Equipment List). Other: Items that don't fit into specific categories. Examples: Confidential Funds, Overhead (if allowed)

4. Project Narrative

Describe your program or project in detail, including what objectives will be accomplished. Note any specific goals for this year.

5. Core Capabilities

Choose a primary core capability for the project. Select as many secondary core capabilities as applicable for the project.

6. Required Attachments

Please attach the following documents to your application in this section:

- Current Team Roster
- Current Training Plan

- Funding Acknowledgement (if applicable)

If the documents are not available at the time of application, you will be required to upload the documents into the Monitoring section of Egrants under the Project Document Attachment section. Submission of documents is required prior to WEM making reimbursement.

Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. WEM staff will review applications to ensure consistency with statewide strategies and make funding recommendations to the Adjutant General. All final grant award decisions will be made by the Adjutant General.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials.

Please review all of your grant award special conditions and Egrants reporting requirements when you receive the Grant Award documents. Your grant award will be subject to general terms and conditions as well as the following special conditions.

1. National Cybersecurity Review (NCSR)

All Homeland Security Grant Program recipients and subrecipients must complete the NCSR no later than the federal deadline (February 28) of every year during the grant performance period. Successful completion of the NCSR is a requirement before closeout.

2. Meal and Mileage Reimbursement

Reimbursement for meals and break items for meetings are contingent upon submission of agenda and roster or attendance list and must support the expense. All meals and break materials are reimbursed at current state rates and uniform travel guidelines. Information about rates and mileage is on the DMA website: [Travel Guidelines chart 21-23.pdf \(wi.gov\)](#)

3. Procurement

Recipients and sub recipients shall use their own procurement standards and regulations, provided that the procurement conforms to applicable Federal law and the standards identified in the Procurement Standards Sections of 2 CFR § 200.318-326.

4. Funding Acknowledgement Required

A copy of updated Collapse Rescue Initiative Funding Acknowledgements signed by the Wisconsin State Fire Chiefs Association must be uploaded under Monitoring Project Document Attachment in Egrants.

5. Grant Modification

Grant modification must be approved by Wisconsin Emergency Management (WEM) in order to be considered. The applicant must be current with WEM Fiscal and Program Reports in Egrants for modification to be consideration. Grant modifications will not be granted unless applicant provides a compelling reason.

6. Roster Required

Reimbursement of costs will be contingent on submission of an exercise roster which must contain exercise name, dates, student name, and agency affiliation. Upload the roster into Egrants within the Monitoring Section under Project Document Attachment. Each roster must only contain one training or exercise event. If training and exercise activities occurred over multiple days, please upload one roster for each training/exercise activity per day.

Request for Reimbursement

Payments will be made on a reimbursement basis only. Requests for reimbursement are made by submitting a Fiscal Report in Egrants. Guidance regarding requirements and process is accessible through the Egrants Job Aid for Fiscal Reports: <https://wem.wi.gov/wp-content/library/grants/egrants-job-aid-fiscal-report-and-reimbursement-request.pdf>

In addition to the standard requirement of a signed Reimbursement Request form and itemized invoices/receipts, **additional documentation** required for this specific grant include the following:

- ☒ proof of payment

Request for Award Modification

Requests for an award modification may be submitted to WEM for the following circumstances:

1. Change of signing official, fiscal officer, or project director.
2. Requesting a change in the award amount or returning the award.
3. Requesting an extension of the performance period. Extensions will be considered on a case-by-case basis.
4. Changing the scope of the project.

Requests for modifications must be submitted via Egrants. All modification requests will be reviewed by the WEM assigned Program Manager and Fiscal contact for approval. All final grant modification decisions will be made by the WEM Administrator. Modifications are not considered authorized until WEM provides a signed Grant Adjustment Notification (GAN); **any related expenses incurred prior to receipt of a signed GAN are not eligible for reimbursement.**

Additional Resources

Additional information about Wisconsin Emergency Management and resources to assist with Egrants is available as follows:

- Wisconsin Emergency Management website: <https://dma.wi.gov/DMA/wem/>
- WEM Grant Administration tools: <https://wem.wi.gov/admin-tools/>
- WEM Egrants Job Aid for Fiscal Reports: <https://wem.wi.gov/wp-content/library/grants/egrants-job-aid-fiscal-report-and-reimbursement-request.pdf>

- Egrants (User Guide available on Log-in screen): <https://wem.egrants.us/>
 - Online Help is available in many areas of the Egrants system – watch for the “Help” buttons. Egrants Helpdesk is staffed on non-holiday weekdays between 7:30AM and 4:00PM. Email: WEMEgrants@egrants.us
- Exercise forms and Policy Directives are available in WebEOC® > Advanced File Library > WEM External Policy Directives.
 - 5005.4.3 AAR and IP Template
 - 5005.4.4 Supplemental Exercise Form

